

REQUEST FOR REIMBURSEMENT

NC Urban and Community Forestry Grant

Grant Number UCF-11- _____ **Contract #** _____
 Reimbursement for period _____ through _____

<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Grantee Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Federal Tax ID Number (FEIN)</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Street or PO Box Number</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">City / State / Zip</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Attention: (Person/Department to receive payment)</div>	<div style="text-align: center;">PART II</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Complete the Following if Requesting Final Reimbursement</div> <div style="margin-bottom: 5px;">Date Project Completed _____</div> <div style="margin-bottom: 5px;"><u>Total Project Cost (include current and previous amounts)</u></div> <div style="margin-bottom: 5px;">A. Federal Share (Total Reimbursements) \$ _____</div> <div style="margin-bottom: 5px;">B. Grantee Share (Total Cash Match) \$ _____</div> <div style="margin-bottom: 5px;">C. Grantee Share (Total In-Kind Match) \$ _____</div> <div style="margin-bottom: 5px;">D. Total Match (B+C) \$ _____ <small>(must equal or exceed Total Reimbursements)</small></div> <div style="margin-bottom: 5px;">E. Total Project Cost (A+D) \$ _____</div>
<div style="text-align: center;">PART I</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Reimbursements Requested Today</div> <div style="margin-bottom: 5px;">A. Federal Funds Requested for Reimbursement (This Period) \$ _____</div> <div style="margin-bottom: 5px;"><u>Non-Federal Match (This Period)</u></div> <div style="margin-bottom: 5px;">B. Cash Match this Period \$ _____</div> <div style="margin-bottom: 5px;">C. In-Kind Match this Period \$ _____</div> <div style="margin-bottom: 5px;">Total Match this Period (B+C) \$ _____ <small>(must equal or exceed reimbursement request amount)</small></div> <div style="margin-bottom: 5px;">Reimbursement Request minus 10% holdback (until project completed) \$ _____</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"><u>For NCDFR Official Use Only</u></div> <div style="margin-bottom: 5px;">Payment Approved by: _____</div> <div style="margin-bottom: 5px;">Amount: \$ _____</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> 10% holdback included in final payment</div> <div style="margin-bottom: 5px;">Date: _____</div>

Grantee Certification: I certify that this request for reimbursement of funds is in accordance with the terms and conditions of the North Carolina Urban and Community Forestry Grant Program and the rules and regulations set forth by the USDA Forest Service and the United States Office of Management and Budget. I also certify that matching requirements have been met and sufficient documentation exists in our files and are available upon request or in the event of an audit. I also certify that all data and accomplishments reported are correct.

 Type or Print Name of Authorized Representative

 Title of Authorized Representative

 Signature of Authorized Representative

 Date

Instructions

1. Attach Expense and Match Documentation Form (and Manpower/Equipment match if needed).
2. Attach copies of documentation for grant expenses: receipts, paid invoices, payroll records, etc. **for grant expenses and for match items.** Number each receipt item and itemize on the form
3. If requesting final reimbursement, complete Parts I & II of this form, otherwise only complete Part I.
4. If requesting final reimbursement, enclose Final Accomplishment Report, Project Narrative and other required documentation.
5. Keep a copy of everything submitted.
6. All project records, including financial records, must be maintained for 3 years beyond project completion.